

C O U N C I L C O M M U N I C A T I O N

TO: THE CITY COUNCIL
FROM: THE CITY MANAGERS OFFICE

COUNCIL MEETING DATE
November 2, 1988

SUBJECT: ADOPT RESOLUTION APPROVING CLASS SPECIFICATIONS AND SETTING SALARY RANGE FOR THE POSITION OF PERSONNEL ANALYST

PREPARED BY: City Manager

RECOMMENDED ACTION: That the City Council authorize the addition to the work force of the position of Personnel Analyst, and approve the class specifications and salary range for same.

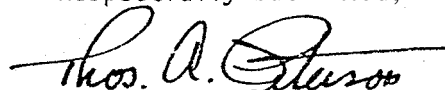
BACKGROUND INFORMATION: We have been aware for some time that the City's personnel office was understaffed. However, for various reasons we decided to postpone the request for additional staffing. At the time we launched the recruitment for a new Personnel Director we advised the City Council that one of the first assignments of the person hired would be to evaluate the existing operation and staff and then recommend appropriate action where attention was needed. The attached memo (Exhibit A) prepared by the Assistant City Manager summarizes the situation at this point and supports the recommendation that this position. Also attached (Exhibit B) is a copy of the recommended class specifications. The Assistant City Manager's memo presents the recommended control point based on supervisory differential. This results in a first-step total compensation of:

A	B	C	D	E
\$2,241	\$2,353	\$2,470	\$2,594	\$2,724

Included in the attached memo are the results of a survey of nine valley cities in which the number of analysts in each city is listed. The analyst positions are in addition to the department head (Personnel Director) position. I agree with the Assistant City Manager's sentiment that such a request should be considered as part of the overall budget review process. However, I don't believe it to be in the City's best interest to wait until then. Such a schedule would mean that we would not have this filled until about a year from now. Filling this position now will provide a level of service to which job applicants, employees, retired employees, department heads and the public in general are entitled.

City Council approval of this new position will add significantly to the efficient operation of this important segment of the City's organization.

Respectfully submitted,



Thomas A. Peterson
City Manager

TAP :br

Attachments

COUNC464

EXHIBIT A

MEMORANDUM

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TO : City Manager

FROM: Assistant City Manager

DATE : October 13, 1988

SUBJ : Addition of Personnel Analyst

We have known for some time that the staffing in the Personnel Office is inadequate. The decision was made not to add additional professional staff until we had a better idea of how the staff will be used and the functions to be performed.

Joanne Narloch has now been on board for two months; much of that time has been spent with department heads to determine the services which need to be performed to meet their needs and reviewing the policies and procedures in the personnel operation. The major deficiency Joanne has identified, and one that we all suspected, is that we have no formalized personnel policies and procedures, resulting in a "seat of the pants" operation.

There is currently no position control system in place. Our recruiting and selection procedures have provided a generally high quality work force. However, we have not followed legal guidelines and have run the risk of violating laws relative to equal employment opportunities. A policy needs to be developed on requesting and conducting classification studies and procedures.

In the area of discipline our record is less than stellar. Joanne is now providing guidance in handling such actions as the need arises.

We have no performance appraisal system; records are kept manually or using the word processor; employee and supervisory training in the areas of sexual harassment, discrimination, affirmative action, discipline, etc. are not being addressed.

In addition to the ongoing duties of administering and directing personnel functions, there is an immediate need to develop and write a set of modern day personnel rules and a personnel policy and procedures manual and to begin the process of automating the personnel functions.

There is a critical need for an additional professional level staff person to work in the area of recruitment, selection, classification and affirmative action. I recognize this should be handled as a budget request in the next budget. However, we need to begin upgrading this critical area now.

We have surveyed staffing levels and salaries in other personnel offices. The results are summarized below.

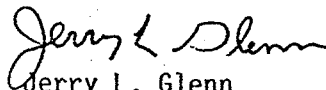
City	Number of Analysts	Per Number of Employees	Salary
Chico	1	268	2,983
Modesto	3	940	\$3,418
Redding	2	560	2,475
Roseville	3	486	2,760
Stockton	4	1,400	3,355
Tracy	1	250	2,798
Vacaville	1	320	2,642
Visalia	4	400	3,418
West Sacramento	1	205	2,817

This averages one analyst per 241 employees. The City of Lodi now has 367 budgeted positions.

An external comparison of these same cities shows the mean salary to be \$2,916.00. I have trouble with the small number of positions surveyed and prefer to use internal alignments. The differential between department heads and their assistants is between 70 and 75%.

Community Development Director	-	Chief Building Inspector	72.7
Finance Director	-	Assistant Finance Director	73.1
Parks & Recreation Director	-	Recreation Superintendent	69.3
Public Works Director	-	Chief Civil Engineer	70.3

Attached is a proposed class specification for a Personnel Analyst. A salary level equal to 71.5% of the Personnel Director control point would be \$2,724 per month. This salary is near that of the Accountant II position which has the same education and experience criteria.


Jerry L. Glenn
Assistant City Manager

JLG :br

Attachment

ACMMEM68

October 13, 1988

EXHIBIT B

PERSONNEL ANALYST

DEFINITION:

Under the general direction of the Personnel Director, to perform professional personnel work in a variety of areas including recruitment and selection, labor relations, classification, salary administration, training, benefits, affirmative action and employee assistance, workers' compensation, and to perform other related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level class and performs technical personnel work. Incumbents of this class are expected to carry out their assignments without detailed instructions or guidance. Incumbents are expected to be independently responsible for particular duties for which guidelines have been established.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from *the* Personnel Director.

May exercise indirect supervision over assigned clerical personnel.

EXAMPLES OF DUTIES:

Perform professional personnel work in a variety of personnel program areas including recruitment, administration of exams, Affirmative Action, training, employee selection, classification, salary administration, and workers' compensation.

Plan and *coordinate* recruitments; prepare job announcements; advertise jobs through various media forms; and accept and screen employment applications.

Administer and score examinations; establish eligibility lists.

Provide information and interpretation regarding city personnel rules, regulations and procedures.

perform job audits and analyses of individual positions, classes, and series of classes.

Conduct salary and fringe benefit surveys.

Provide staff assistance relating to labor relations.

Assist in-inservice **training** and other related **programs**, including employee orientation.

Work with departments on personnel **problems**, **staffing** needs, and interruption of **personnel** policies and procedures.

Prepare correspondence.

Participate **in** **special** projects as assigned,

Input and retrieve **data** from computer **system**.

Perform related **duties** as assigned.

QUALIFICATIONS:

Knowledge of:

Principles and techniques of recruitment and selection of personnel including job analysis, test development, and validation methodology.

Applicable **Federal** and **State** laws and regulations.

Employee relations and discipline.

Interviewing theory and practices.

Methods used in the **development** and administration of position classification and **compensation** plans.

Fundamental principles *and* **practices** of **public** personnel administration.

Current trends in personnel administration.

Methods of basic **statistical** analysis.

Legislation pertaining to equal employment and affirmative action programs.

Ability to:

Analyze, collect and **interpret** data and utilize it in making **clear** and *concise* reports

Perform job audits and write class specifications

Interpret and **apply** **rules** and **regulations**

Establish and **maintain** effective working relationships with **department** officials, employees, and the **public**

Experience and Education:

Experience: One year of experience performing professional level personnel work.

Education: A Bachelor's degree from an accredited college or university with major course work in public administration, political science, business administration, or a closely related field.

RESOLUTION NO. 88-155

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING CLASS SPECIFICATIONS AND SETTING SALARY RANGE
FOR THE POSITION OF PERSONNEL ANALYST

RESOLVED, that the City Council of the City of Lodi does hereby approve class specifications for the position of Personnel Analyst, as shown on Exhibit A attached hereto and thereby made a part hereof.

BE IT FURTHER RESOLVED that the City Council of the City of Lodi does hereby establish the salary range for Personnel Analyst as follow:

A	B	C	D	E
=====	=====	=====	=====	=====
\$2,241	\$2,353	\$2,470	\$2,594	\$2,724

=====

Dated: November 2, 1988

I hereby certify that Resolution No. 88-155 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 2, 1988 by the following vote:

Ayes : Council Members -
Noes : Council Members -
Absent: Council Members -

Alice M. Reimche
City Clerk

RES88155/TXTA.01V

88-155

November 2, 1988

PERSONNEL ANALYST

DEFINITION :

Under the general direction of the Personnel Director, to perform professional personnel work in a variety of areas including recruitment and selection, labor relations, classification, salary administration, training, benefits, affirmative action, employee assistance, workers' compensation, and to perform other related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level class and performs technical personnel work. Incumbents of this class are expected to carry out their assignments without detailed instructions or guidance. Incumbents are expected to be independently responsible for particular duties for which guidelines have been established.

SUPERVISION RECEIVED AND EXERCISED:

Receives general *direction* from the Personnel Director.

May exercise indirect supervision over assigned clerical personnel.

EXAMPLES OF DUTIES:

Plan and coordinate recruitments; develop job announcements and supplemental questionnaires, advertise jobs through various media forms; and accept and screen employment application materials.

Develop, administer and score examinations; establish eligibility lists.

Interview candidates and chair qualifications appraisal panels.

Provide information and interpretation regarding City personnel rules, regulations and procedures.

Perform job audits and analyses of individual positions, classes, and series of classes.

Write classification specifications, examination documentation, and other reports as assigned.

Conduct salary and fringe benefit surveys,

Provide staff assistance relating to labor relations.

Assist in coordinating in service training and other related programs, including employee orientation.

Work with departments on personnel problems, staffing needs, and interruption of personnel policies and procedures.

Prepare correspondence.

Participate in special projects as assigned.

Input and retrieve data from computer system.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles and techniques of recruitment and selection of personnel including job analysis, test development, and validation methodology.

Applicable Federal and State laws and regulations.

Employee relations and discipline.

Interviewing theory and practices.

Methods used in the development and administration of position classification and compensation plans.

Fundamental principles and practices of public personnel administration.

Current trends in personnel administration.

Methods of basic statistical analysis.

Legislation pertaining to equal employment and affirmative action programs.

Ability to:

Analyze, collect, and interpret data; utilize it in making clear and concise reports.

Perform job audits and write class specifications.

Interpret and apply rules and regulations.

Establish and maintain effective working relationships with department officials, employees, and the public.

Experience and Education:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Experience: One year of experience performing professional level personnel work.

Education: A Bachelor's *degree* from an accredited college or university with major course work in public administration, political science, business administration, or a closely related field.

PERSANAL/TXTA.04P